

Colorado College
Employee 90-Day Review
(Please Return Form to Human Resources)

Employee Name: _____	Date: _____
Position Title: _____	Department: _____
Supervisor/reviewer: _____	Date of Hire: _____

Section 1.01 Core Values

<input type="checkbox"/> Honor the life of the mind as the central focus of our common endeavor. <input type="checkbox"/> Value all persons and seek to learn from their diverse experiences and perspectives. <input type="checkbox"/> Practice intellectual honesty and live with integrity. <input type="checkbox"/> Serve as stewards of the traditions and resources of Colorado College. <input type="checkbox"/> Nurture a sense of place and an ethic of environmental sustainability. <input type="checkbox"/> Encourage engagement and social responsibility at local, national and global levels. <input type="checkbox"/> Seek excellence, consistently assessing our policies and programs.
Employee comments:
Supervisor comments:

Rating Scale: (1) Needs Improvement (2) Meets Expectations (3) Exceeds Expectations N/A (Not Applicable)

Section 1.02 Core Competencies

	Rating Scale			
	1	2	3	N/A
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accountability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative/Problem-Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Productivity/Planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 1.03 Job Specific Competencies

Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of People	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Decision Making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Budget and Resource Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Duties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

Employee's Signature: _____ **Date:** _____

Reviewer's Signature: _____ **Date:** _____